
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Administrative Coordinator
RE: Weekly Update
DATE: October 19, 2012
CC: Don Jutton & Alan Gould

Next Board of Selectmen meeting 10/22 at 6 PM

As is to be expected this time of year, a lot of this week was spent putting together the budgets that I am responsible for and reviewing the department budget requests as they have been coming in. I have received more than half of the department requests so far and hope to be able to track the rest down in the coming days. I am looking forward to Wendy returning to closer to her normal workload this upcoming week.

On Tuesday I spoke to our LGC Benefits Advisor and received information regarding our rate increase for health insurance and our contribution holiday. As you are probably aware, our health insurance renewal date is July 1. Since we are a July renewal, we have received a not-to-exceed maximum rate increase for the July 1, 2013 – June 30, 2014 time period which will then be revisited in the spring when the increase may be reduced (but not increased). Our maximum increase for the upcoming period is 11.9% above our current rates. The amount of our contribution holiday, which is scheduled to be applied to our August 2013 invoice, is \$2,185.51. I recommend that similar to Primex you request that the LGC send us a check in lieu of the credit, however I am not optimistic that we will be successful.

I attended the Planning Board meeting Tuesday night to discuss the capital improvement program. I discussed with them some of my experiences from putting together the capital budget for Moultonborough and working on the capital improvement program in Chester. I will assist them to the extent I am able this year and we will look towards ways we can streamline the process next year.

I have contacted several area towns about our building inspector opening and have identified two potential solutions. The building inspector in New Boston, who works 20-24 hours per week, is interested in serving in our position separately from his employment in New Boston. I also spoke with the Town Administrator in Weare and she will be speaking with her building inspector and Board of Selectmen to see if they may be able to offer us some assistance. Both of these options sound promising and I am hopeful that one of them will work out. In accordance with your direction and the Town's hiring process I have put together a job description and

advertisement for the position for you to review so we can post it and see what other interest we attract.

Wednesday morning I attended a training session at the LGC on the topic of retirees and the New Hampshire Retirement System. This program helped me better understand a lot of the things I am already doing for NHRS.

I also collected and distributed the information requested by the health insurance vendors so they will be able to put together benefit quotes for us.

I spoke to Peter Hopkins and told him you accepted his offer to stay on as building inspector until he moves or we find his replacement. Peter also informed me that while the third party who reviewed the plans for the construction at Crotched Mountain Golf Course will continue following the project, this does not eliminate the need for the Town to have a building inspector for the process.

MRI Support Services:

1. Received two sample building inspector / code enforcement officer job descriptions from Alan Gould to use as a template.

Outstanding Projects list:

1. Find new building inspector (**status update – I have contacted area towns and found some interest; I have also drafted a job description**)
2. Assessing Proposals review and action (**status update – Wendy is doing an initial review and should have her top choices to you at your 10/29 meeting**)
3. Receive & Review of Facilities Maintenance Plan from MRI (**status update – Sent Don some information requested for report**)
4. Finalize landscaping RFP (**status update – I spoke to Carol and the Library has no substantive changes to the proposal; Scott has spoken to some members of the Recreation Committee and will update the Board on Monday**)
5. 2013 Budget Development & Review Process (**status update – I requested that all departments have their initial requests to me by close of business today, I have received more than half**)
6. Set 2012 Tax Rate & Prepare Tax Bills (**status update – I have heard that the DRA is a bit behind schedule, however I expect to hear from them soon**)
7. Health Insurance Benefits Review Advisory Committee report (**status update – the Committee is scheduled to meet with the following vendors: SchoolCare 10/29, Dragon Financial Services 10/30, Davis and Towle Insurance Group & LGC HealthTrust 11/13**)

8. PSNH Abatement appeal (**status update – Wendy and I began collecting the information requested by Town Counsel and have sent questions we could not answers to Jim Rice**)
9. FairPoint court case

Projects Completed this Month:

1. Prepared distributed, and received assessing RFP
2. Received Proposal from MRI for Financial Review – Board decided not to move forward with this project on 10/8.
3. Put together draft landscaping RFP
4. Put together building inspector options memo